

July 10, 2003

WEST VIRGINIA BULLETIN NO: WV 180-3-7

SUBJECT: CPA-NRCS-CPA-1, Developing Lists of NRCS Employee Farm Tracts for Status Reviews

Purpose: To provide guidance on the requirement to submit a NRCS-CPA-1 form.

Expiration Date: December 31, 2003

ACTION REQUIRED BY: August 1, 2003

Part 518.03, 180-V-National Food Security Act Manual (NFSAM) Fourth Ed., March, 2003 requires that NRCS employees submit a NRCS-CPA-1 form to the State Conservationist annually. These forms are used to compile a list of tracts to be status reviewed of NRCS employees who own, operate, or have a 20% or more interest in tracts and receive program benefits. In accordance to the above reference, such tracts of NRCS employees are to have status reviews conducted at least once every three years.

All employees who own, operate, or have a 20% or more interest in tracts and receive program benefits are to complete the NRCS-CPA-1 form located on the Electronic Directives System under NFSAM Manual, Part 518.23, at http://policy.nrcs.usda.gov/scripts/lpsiis.dll/M/M_180_518_C.htm and click on 518.23 NRCS-CPA-1, Employee Report of Farming Interests, complete this form and submit it to the state office by August 1, 2003.

A composite list will be maintained at the state office. Each field office will be provided a composite list for the employees having interest in land to be status reviewed by that field office.

If you have questions concerning status reviews, please contact, Jim Piper at (304) 284-7543.

/s/

**LILLIAN V. WOODS
State Conservationist**

DIST: E